

# PLACEMENT POLICY



**MIER COLLEGE OF EDUCATION (AUTONOMOUS)**

# **MIER COLLEGE OF EDUCATION**

**Autonomous**

**Recognised by the Govt. of J&K and  
Permanently Affiliated to the University of Jammu  
Accredited by the NAAC with 'A+' Grade**

## **PLACEMENT POLICY**



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## PLACEMENT POLICY

### 1. PURPOSE

The purpose of placement policy is to put in place rules regulations and norms that govern the process of placing students in jobs after graduation/post-graduation in the college.

The policy will ensure that

- The maximum number of students get a placement as per their requisite qualifications and experience.
- Deserving candidates can have the opportunity to start their careers with their preferred institution or organisation.
- The Placement committee works according to the defined processes to achieve success in placing the students in reputed institutions.

### 2. SCOPE

This policy applies to all the students of the School of Education and the School of Social Sciences and Humanities.

### 3. DEFINITIONS

- Placement Cell: A body consisting of the Placement Officer and Faculty members.
- Category of an Organisation: The classification of a company is based on its nature and work profile.
- The offer of a job: If a student's name appears on the final shortlist declared after the institute or organisation's process through the Placement Cell, then that would be considered an offer to the student.

### 4. RULES AND REGULATIONS

1. All students who are eligible and require placement assistance shall register themselves by filling out a Placement registration form. Only registered students shall be allowed to appear in interviews conducted on and off campus.



2. It is mandatory for all students to attend the placement-related activities organised by the College.
3. It is the student's responsibility to follow all deadlines arising out of the placement processes. Non-adherence to the timelines may lead to denial of the subsequent process outcomes such as interviews etc.
4. For securing a job, a maximum of three attempts of selection rounds will be allowed. If a student fails to obtain a confirmed job offer after appearing for a selection interview with three institutions/organizations, then he/she will automatically opt out of the placement assistance from the College.
5. All job offers will be made via the Placement Committee. No direct offers to students will be permitted.
6. Students once selected will not be allowed to appear in any further placement drive.
7. If a student participates in the placement process of an institution, then he/she cannot leave it in between. If such a case arises, then it will be deemed as a rejection of the offer and the student is out of the campus placement process.
8. The Committee shall also declare a time period within which a student would have to inform the Convener regarding his/her decision on the offer. If he/she fails to do so, it shall be assumed that the offer has been rejected by him/her.
9. Students shall follow the institute resume template available with the Placement Officer for preparing the resumes.
10. Students shall dress in formal attire for interviews for every placement drive and shall carry a folder comprising
  - a. Multiple copies of resume
  - b. Passport Size coloured photographs
  - c. Photocopy of all the certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation Mark Sheets and Certificates etc.)
  - d. College ID Card
  - e. Govt ID & address proof – (Driving License, Passport, PAN Card, Aadhar Card, Voter ID etc.)
11. Students shall maintain discipline and show ethical and decent behaviour during the placement process.

## 5. ELIGIBILITY

The College would facilitate the final placement of its students undergoing UG/PG programmes by fulfilling the below-mentioned criteria:

- Successfully completed the final semester examinations/course with no backlogs.



- Satisfactory conduct with no disciplinary action throughout the programme.
- All the requisite fees have been paid to the College.
- Good attendance record and active participation in Placement Activities (Guest Lectures/ Mock Interview Sessions/Training/Industry Visits etc.).

## 6. PLACEMENT PROCESS

### Placement Cell

The Placement Officer shall be responsible for arranging interviews for students and coordinating different placement activities.

- The Placement Officer shall prepare a database for the placement drive by identifying potential employers, contacting them, gathering information about the jobs they are offering, and creating a schedule for the On or Off campus drive.

The Placement Cell shall ensure that accurate and up-to-date records are available for all the registered students including:

Details of students on placement at any given time

Details of the placement including start and end dates

Placement host details (Concerned institute address, contact no., business email address).

- The Placement Officer shall inform the students about the placement drive, including the dates, times, and locations. He/She shall provide information about the application process and the criteria for selection to the students.
- Students shall submit a resume, cover letter, and transcripts to the placement officer for verification.
- The placement officer in consultation with the principal will select candidates for interviews based on their applications. The selection process may involve reviewing applications, conducting interviews, and checking references.
- Candidates will be interviewed by representatives from the employer organisation. The interviews may be conducted on or off campus.



### Placement Process for Institutions/Organisations

- Institutions/Organisations shall be invited through e-mail and phone calls. The placement process shall be organised on or off campus as per the choice of the organisation. After the completion of the placement process, the institute/organisation shall furnish the final list of selected students on their letterhead, duly signed by the authorised signatory.
- The Institution/Organisation shall send or hand over the offer letter only to the Placement Office/Officer within a set time frame and with mutual understanding. The offers may include salary, benefits, and joining date.
- The placement officer shall maintain accurate records of the placement along with copies of the offer letters as per the requirement of NAAC.
- The placement drive process may vary depending on the institution and the employers involved.

Renu Gupta

**Chairperson**

**Principal**

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